



## Missouri Department of Elementary and Secondary Education

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June 21, 2005

*PLEASE SHARE THIS INFORMATION  
WITH YOUR HUMAN RESOURCES STAFF*

TO: School Administrators and  
Colleges of Education

FROM: Rusty Rosenkoetter, Director  
Educator Certification

SUBJECT: Identix Fingerprinting Services

The Missouri Highway Patrol recently selected the vendor, Identix, to collect and submit fingerprints for all “applicants” for jobs/licensure in Missouri. The Highway Patrol will continue to take criminal fingerprints but, all other fingerprinting services will be directed to Identix. Information will be available on the Identix website in the next few days concerning locations and the telephone/online registration process for the Missouri Applicant Processing Services (MOAPS).

Beginning June 30, 2005, MOAPS will begin offering fingerprint services in the St. Louis and Kansas City areas for all new hires in public schools – including educators, non-certified staff, substitute teachers and bus drivers. By August 1, 2005, MOAPS services will be available at a variety of sites across the state. Those locations can be determined by visiting the Identix website <http://www.Identix.com/iis> or by calling their toll-free number, 866-522-7067. You can also contact Identix regarding on-site services for large groups of employees.

**To have fingerprints taken, the applicant must schedule an appointment, online or by calling the toll-free telephone number.** You or the applicant must provide the following information:

- The **county/district code number** of the hiring school district (this six digit number will ensure DESE returns the results to the correct district or college). If the applicant is not employed use code number 999999 so the results of the fingerprints are returned directly to the applicant. Enter the county/district code in the field/box marked Originating Case Agency (OCA) on the fingerprint application form or provide it to the telephone scheduler.

Along with the county/district code number, you will need to indicate whether the applicant is a **certified educator (E); non-certified employee, i.e. secretary or janitor (U); substitute teacher (S); or, bus driver (B)**. This information also must be entered in the OCA field/box or given to the telephone scheduler.

- **The ORI number is MO920320Z:** You must know this number to identify your application source as education.
- **Schedule an appointment:** You may telephone toll-free 866-522-7067 or use the Web application at <http://www.Identix.com/iis>. Be sure to have your ORI and OCA information ready when you call!
- **If you have a fingerprint card** and wish to have prints “captured” in ink by the local police department, you must make your \$50.95 check, credit card, or money order payable to “Identix” and mail it to DESE. We will forward it to Identix. They will scan it into their system. Remember, card and ink fingerprints are not as accurate as those captured electronically! MOAPS cards will be given priority service.
- **Substitute teacher certificate** information MUST continue to be entered into the DESE online data base so when the fingerprint results from Identix are received, DESE will be ready to issue the substitute certificate to the district.
- **IF you continue to use card/ink fingerprints and send them to DESE,** you must make the \$38 check/money order payable to “Treasurer, State of Missouri.” The information must be entered on DESE’s “FBI Fingerprint and Substitute Certificate” Website and the process will continue to take 8-12 weeks as it currently does.

We anticipate the turn-around time for the MOAPS system will be one or two weeks from the time the fingerprints are captured until the district receives the results. Beginning in August, DESE will have a MOAPS location in our offices on Tuesdays and Thursdays, from 8:00 a.m. to 5:00 p.m.

The Highway Patrol also is working with Identix and DESE to plan ways of accelerating the fingerprinting process in the future. In the meantime, the MOAPS system should greatly improve service for school districts and applicants.

If you have specific questions about the new MOAPS fingerprinting process, please feel free to call Educator Certification at 573/751-0051 or 573/522-8316.

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Educator Certification is housed on the 7th Floor in the Jefferson State Office Building, one block east of the Capitol, in downtown Jefferson City. The physical address is 205 Jefferson Street, Jefferson City, MO 65101.



## [Driving Directions](#)